

Overview of the Pre Award Process

1. The Program Director/Principal Investigator (PD/PI) contacts the Office of Sponsored Programs (OSP) to begin planning for a grant proposal (via email, phone, or in person).
2. OSP schedules a Mandatory Pre Proposal Planning Session with all key personnel, department heads, deans, admins, and all other university stakeholders that would be affected if the grant were awarded.
3. PD/PI completes Intent to Apply for a Grant form (via OSP website) within 3 days of the meeting to start the official process. PD/PI also uploads a copy of the signed Conflict of Interest Disclosure Form into the Intent to Apply for a Grant form.

Intent to Apply Routing:

- PI
 - Department Head
 - Dean
 - Executive Director of Accreditation (if the grant proposal will create a center)
 - Director of Philanthropic Services (if the sponsor of the grant is a Foundation or if the grant will be awarded to the JSU Foundation)
 - OSP Senior Director
 - Senior Vice President/CFO for Finances and Administration (if the grant proposal carries a match)
 - Vice President for Information Technology (if software or hardware will be purchased on the grant)
4. OSP collaborates with PD/PI to develop proposal documents. OSP usually creates a SharePoint file and shares edit access with the PD/PI for editing and uploading files.
 5. Grant proposals must be submitted to OSP in a near-final, substantially complete documents seven (7) days prior to the sponsor's submission deadline to allow for internal review and routing through Cayuse. Minor edits may be permitted after this deadline if necessary.
 6. Proposal is uploaded by OSP and routed in Cayuse to obtain the approval of the following university signatories.

Cayuse Routing:

- The Senior Director of OSP
 - Grant Accountant
 - PD/PI
 - Department Head
 - Dean
 - Administrative Fellow to the Provost
 - Provost/Executive VP of Academic Affairs
 - Senior Vice President/CFO for Finances and Administration
 - Assistant Director of OSP
 - Coordinator of OSP
7. Final proposal documents must be provided to OSP three (3) business days prior to the sponsor's submission deadline.
 8. Proposal submitted to sponsor (by OSP or PD/PI upon request)
 9. Stakeholders are updated (email/ Teams)
 10. Post-submission updates by OSP (Cayuse, Master List, SharePoint)

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